

## Appendix C

# Instructions for the SFY 2007 319(h) Grant Application Cover Sheet

**ALL APPLICATIONS MUST HAVE THE APPROPRIATE COVER PAGE IN ORDER FOR THE SFY 2007 319(h) GRANT APPLICATION TO BE CONSIDERED COMPLETE**

The cover sheet is to be the first page of each complete grant application package.

There are two versions of the cover sheet. One is for Watershed-Based Plan Implementation proposals and the other is for Watershed Restoration or Protection Plan proposals. Be sure to use the appropriate cover sheet for your project type. The following descriptions provide more detail on the required information found on both cover sheet types.

**Description of Elements found on Cover Sheets**

*Additional Pollutants Addressed* are pollutants that will be addressed by the nonpoint source implementation project that are secondary to the primary targeted pollutant(s).

*All Counties in Planning Area* is a list of all counties found within the proposed planning area, regardless of the percentage of land mass in the watershed.

*All Municipalities in Planning Area* is a list of all municipalities found within the proposed planning area, regardless of the percentage of land mass in the watershed.

*Applicant Organization Name* is the eligible entity applying for 319(h) funding. Fill in the organization's address, fax, and phone number.

The *Contact Person* is the person in that eligible entity that can be contacted for additional information. The contact person may not be an independent contractor. On the lines provided, include the contact's name, title, phone number, and e-mail address.

The application must be initialed in the appropriate locations and signed and dated by the person with *Grant Acceptance Authority* in the applicant organization.

*Grant Amount Requested* is the amount of funding you are seeking from the 319(h) Grant Program.

*HUC 14(s) in Planning Area* is the 14-digit hydrologic unit code(s) of the subwatershed(s) contained in the proposed planning area.

*Implementation Project Name* is a concise statement of the particular nonpoint source implementation project proposed. The name should not include "A Proposal for" or "An Application for" in the title.

*Legislative District(s) in Planning Area* is a list of state legislative districts found within the proposed planning area.

*List of All Named Waterbodies in Planning Area* is a complete list of all named waterbodies in the proposed planning area. This section must be supplemented with an appendix that includes the complete report on the condition of each waterbody listed as found on the *New Jersey 2004 Integrated Water Quality Monitoring and Assessment Report*. The number or letter designation assigned to this appendix must be provided on the cover sheet.

*Linear Feet of Streambank to be Stabilized* is to be provided for riparian buffer or streambank restoration projects. If this is not applicable to the implementation project proposed indicate this with “N/A.”

*List of All Waterbodies Affected by Project and Their Status* is to describe any waterbody besides the primary affected waterbody that will be affected by the implementation of the nonpoint source project. The status is to be described in terms of impairments caused by specific pollutants which can be found on list 4 and 5 of the *New Jersey 2004 Integrated Water Quality Monitoring and Assessment Report*.

*Local Match* is the amount of local funding dedicated to the project.

*Maximum Continuous Linear Feet of Riparian Buffer Proposed* is the number of linear feet that describes the longest continuous stretch of buffer to be implemented.

*Minimum Buffer Width Proposed* is the minimum width of the buffer that is proposed by the project.

*Planning Watershed* is the watershed that has been delineated and proposed as the area for development of the watershed-based plan. The applicant must indicate the existence of and quantity of total maximum daily loads (TMDLs), the TMDL’s title and date, sublist 5 Impairments (as found in the *New Jersey 2004 Integrated Water Quality Monitoring and Assessment Report*), and Category One waterbodies by providing the accurate number in the space next to the description.

*Primary Pollutant Targeted* is the reason the nonpoint source implementation project is being proposed. The abatement of this pollutant is the main focus of the project.

*Project Duration in Months* is an estimate of the time needed to complete the project in months. Estimations should factor in administrative start up time and anticipated delays. There is no penalty for completion of a project ahead of schedule, while “no cost time extensions” will only be granted in extenuating circumstances.

*Person with Grant Acceptance Authority and Their Title* is the person who will be accepting responsibility for the terms and conditions of the contract.

*Project Total* should equal the *Grant Amount Requested* plus the *Local Match*.

*River Miles Covered by Planning Area and Lake Acres Covered by Planning Area* are the quantities of those resources found within the proposed planning area.

*Square Miles Covered by Planning Area* is the area in square miles included in the proposed planning watershed.

*Total Acreage of Riparian Buffer* is to be submitted for riparian buffer and streambank restoration implementation projects. This number is to be calculated by multiplying the width of the buffer by the total linear feet of the buffer.

*Total Linear Feet of Riparian Buffer* is the overall length of riparian buffer to be implemented by the project in linear feet.

*Type of NPS Implementation Project* is a descriptive category by which the proposed implementation project can be described.

*Waterbody Primarily Affected* is the waterbody that is the target of the nonpoint source implementation project. Water quality improvement will be achieved on this waterbody through the implementation of the proposed project.

*Watershed Plan Name* is a concise statement of the project. The name should not include “A Proposal for” or “An Application for” in the title.

*Watershed Plan Project is Implementing* is the name and date of the New Jersey Department of Environmental Protection approved watershed-based plan that specifically describes the need for the proposed project.

*WMA* is the watershed management area that contains the proposed implementation project or planning watershed.

# NEW JERSEY'S WATERSHEDS

***Where your Quality of Life Begins***

## SFY 2007 319(h) Grant Application Cover Sheet for Watershed-Based Plan Implementation Projects

- 1) Implementation Project Name: \_\_\_\_\_
- 2) Watershed Plan Project is Implementing: \_\_\_\_\_
- 3) Waterbody Primarily Affected: \_\_\_\_\_
- 4) Type of NPS Implementation Project: \_\_\_\_\_
- 5) Primary Pollutant Targeted: \_\_\_\_\_
- 6) Additional Pollutants Addressed: \_\_\_\_\_

### **Applicant Information**

- 7) Applicant Organization Name: \_\_\_\_\_
- 8) Organization Address: (street name and #) \_\_\_\_\_  
(city, state, zip code) \_\_\_\_\_
- 9) Organization Numbers: Phone #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Fax #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_
- 10) Contact Person: \_\_\_\_\_, \_\_\_\_\_  
(name) (title)
- 11) Contact's Phone: \_\_\_\_\_
- 12) Contact's Email: \_\_\_\_\_

### **Watershed Information**

- 13) WMA: \_\_\_\_\_
- 14) List of All Waterbodies Affected by Project and Their Status:
 

A) _____	Status) _____
B) _____	Status) _____
C) _____	Status) _____
D) _____	Status) _____

### **Riparian Buffer and Streambank Projects**

- 15) Linear Feet of Streambank to be Stabilized: \_\_\_\_\_
- 16) Minimum Riparian Buffer Width Proposed: \_\_\_\_\_
- 17) Maximum Continuous Linear Feet of Riparian Buffer Proposed: \_\_\_\_\_
- 18) Total Linear Feet of Riparian Buffer: \_\_\_\_\_
- 19) Total Acreage of Riparian Buffer: \_\_\_\_\_

### **Project Information**

- 20) Project Duration in Months: \_\_\_\_\_
- 21) Grant Amount Requested: \$ \_\_\_\_\_ + Local Match: \$ \_\_\_\_\_ =  
Project Total: \$ \_\_\_\_\_

**Applicant Certifications**

The Division of Watershed Management (Division) requires certain standards to be followed. To meet these requirements, applicants must indicate compliance by initialing each statement below. Failure to comply with any of these requirements will render the application ineligible.

- Applicant agrees to coordinate all permitting through the Division Project Manager.  
\_\_\_\_\_ (initial here)
- Applicant commits to providing complete and timely quarterly reports and a final report as described in the state guidance document for 319(h) projects for SFY 2007.  
\_\_\_\_\_ (initial here)
- Applicant commits to conducting an evaluation of the effectiveness of the project, including a commitment to provide monitoring data or other information that documents improvement in water quality, the reduction of pollutant loads, or other project outcomes.  
\_\_\_\_\_ (initial here)
- Applicant agrees that no water quality monitoring data may be collected prior to the Department's approval of a Quality Assurance Project Plan (QAPP). The procedures, number of sampling events, Quality Assurance/Quality Control procedures, as well as all other elements detailed in the approved QAPP will be followed.  
\_\_\_\_\_ (initial here)

I certify that I have read the entirety of this project proposal and that the information in this proposal is complete and accurate. In addition, should this project be funded in the SFY 2007 319(h) grant funding cycle, I acknowledge that this proposal will be converted into a binding contract and that the entity that I represent is committed to fulfilling the contents of that contract.

22) Person w/ Grant Acceptance Authority: \_\_\_\_\_, \_\_\_\_\_  
(name) (title)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Official use only)

Received: _____	Tracking code: _____
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# NEW JERSEY'S WATERSHEDS

*Where your Quality of Life Begins*

## SFY 2007 319(h) Grant Application Cover Sheet for Watershed Restoration and Protection Plans

- 1) Watershed Plan Name: \_\_\_\_\_  
 2) Planning Watershed Includes (Indicate Quantities):  
 TMDLs: \_\_\_\_\_ Sublist 5 Impairments: \_\_\_\_\_ Category One Waterbodies: \_\_\_\_\_

### **Applicant Information**

- 3) Applicant Organization Name: \_\_\_\_\_  
 4) Organization Address: (street name and #) \_\_\_\_\_  
 (city, state, zip code) \_\_\_\_\_  
 5) Organization Numbers: Phone #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Fax #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 6) Contact Person: \_\_\_\_\_, \_\_\_\_\_  
 (name) (title)  
 7) Contact's Phone: \_\_\_\_\_  
 8) Contact's Email: \_\_\_\_\_

### **Watershed Information**

- 9) WMA: \_\_\_\_\_ 10) Square Miles Covered by Planning Area: \_\_\_\_\_  
 11) River Miles Covered by Planning Area: \_\_\_\_\_  
 12) Lake Acres Covered by Planning Area: \_\_\_\_\_  
 13) HUC 14(s) in Planning Area: \_\_\_\_\_  
 14) List of All Named Waterbodies in Planning Area:

Waterbody Name

- |          |          |
|----------|----------|
| A) _____ | F) _____ |
| B) _____ | G) _____ |
| C) _____ | H) _____ |
| D) _____ | I) _____ |
| E) _____ | J) _____ |

Supplemental Integrated List Status for Each Listed Waterbody Found in Appendix \_\_\_\_\_

- 15) All Counties in Planning Area: \_\_\_\_\_  
 16) All Municipalities in Planning Area: \_\_\_\_\_  
 \_\_\_\_\_

17) Legislative District(s) in Planning Area: \_\_\_\_\_

### **Project Information**

17) Project Duration in Months: \_\_\_\_\_

18) Grant Amount Requested: \$ \_\_\_\_\_ + Local Match: \$ \_\_\_\_\_ =  
Project Total: \$ \_\_\_\_\_

19a) Total Cost per Square Mile: \$ \_\_\_\_\_ 19b) 319(h) Cost per Square Mile: \$ \_\_\_\_\_

### **Applicant Certifications**

The Division of Watershed Management (Division) requires certain standards to be followed. To meet these requirements, applicants must indicate compliance by initialing each statement below. Failure to comply with any of these requirements will render the application ineligible.

- Applicant agrees to follow State and Federal Guidance for watershed planning.  
\_\_\_\_\_ (initial here)
- Applicant commits to providing complete and timely quarterly reports and a final report as described in the state guidance document for 319(h) projects for SFY 2007.  
\_\_\_\_\_ (initial here)
- Applicant commits to conducting an evaluation of the effectiveness of the project, including a commitment to provide monitoring data or other information that documents improvement in water quality, the reduction of pollutant loads, or other project outcomes.  
\_\_\_\_\_ (initial here)
- Applicant agrees that no water quality monitoring data may be collected prior to the Department's approval of a Quality Assurance Project Plan (QAPP). The procedures, number of sampling events, Quality Assurance/Quality Control procedures, as well as all other elements detailed in the approved QAPP will be followed.  
\_\_\_\_\_ (initial here)

I certify that I have read the entirety of this project proposal and that the information in this proposal is complete and accurate. In addition, should this project be funded in the SFY 2007 319(h) grant funding cycle, I acknowledge that this proposal will be converted into a binding contract and that the entity that I represent is committed to fulfilling the contents of that contract.

20) Person w/ Grant Acceptance Authority: \_\_\_\_\_, \_\_\_\_\_  
(name) (title)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Official use only)

Received: _____	Tracking code: _____
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